

GENERAL INSTRUCTIONS - Fall Staff, 2003 (long version - S1)

This form is applicable to degree-granting institutions that have 15 or more full-time employees.

SPECIAL NOTES

- All staff reported in the Employees by Assigned Position (EAP) component (medical and non-medical) are to be included in the Fall Staff component (Parts A, B, D, and F) in the same occupational activity/assigned position category.
- Please refer to the detailed instructions for EAP in the Help Menu.
- Standard Occupational Classification (SOC) codes and categories are based on the 1998 revision and are provided to aid institutions in their classification of employees by occupational activity.

PERIOD OF REPORT

For Parts A, B, D, and F, report all persons on the payroll of the institution as of November 1, 2003. This is intended to provide a snapshot of your human resources/payroll data at one point in the fall.

For Part G, report the number of full-time permanent employees who were included on the payroll for the first time between July 1 and October 31, 2003 and who also are included in Parts A and B (full time). (Refer to detailed instructions for Part G for additional information on who to include.)

GENERAL NOTES

Individual employees are counted only once even if employed in multiple ways (e.g., a full-time employee who also teaches part time on a per course basis is counted only as full time).

- **To determine employee status:** Report full-time employees only once as full time, even if the employee has an additional overload part-time appointment, contract or course payment. Otherwise, count as part time. The employee's term of contract/teaching period is not considered in making the determination of full or part time, only the type of appointment at the snapshot date. For example, a full-time, one-term appointment should be considered full time for the purpose of this report.
- **To determine functional (occupational) category:** Employees are assigned to **ONE** category based on job title, work performed, skills, education, training and credentials. If the employee performs in more than one occupation, they should be classified in the occupation that requires the highest level of skill. If there is no measurable difference in skill, employees should be included in the functional category (occupation) in which they spend the most time (SOC, 1998¹).
- **Supervisors of professional and technical workers** usually have a background similar to the workers they supervise, and are therefore classified with the workers they supervise. Likewise, team leaders, lead workers and supervisors of production, sales and service workers who spend at least 20 percent of their time performing work similar to the workers they supervise are classified with the workers they supervise (SOC, 1998).
- **First-line managers and supervisors of production, service and sales workers** who spend more than 80 percent of their time performing supervisory activities are classified separately in the appropriate supervisor category, since their work activities are distinct from those of the workers they supervise. First-line managers are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing and personnel work (SOC, 1998).

- **Hospitals, medical centers, and other entities that offer postsecondary education programs as part of their mission** should report **only** those staff who work full time or part time in the postsecondary education division or component of the institution. If an employee works full time for the institution, but only part time in the postsecondary education division or component, for purposes of this survey, that employee should be reported as part time in his or her primary occupational activity in the postsecondary education division or component.

WHO TO INCLUDE IN THIS REPORT

Report the following employees —

- Faculty on sabbatical leave and persons who are on leave but remain on the payroll. (Report such faculty at their regular salaries even though the faculty member may be receiving a reduced annuity while on leave.)
- Faculty hired to temporarily replace faculty on sabbatical leave or on leave without pay.
- “Visiting” faculty paid by your institution.
- Adjunct faculty employed on a full-time or on a part-time basis in the primary occupation for which they were hired.
- Employees at off-campus centers associated with the campus covered by this report. (Do not include employees who work at branch campuses located in a foreign country.)

Do not include the following employees —

- Employees on leave without pay.
- Persons in the military or religious orders who are not paid by your institution.
- Persons whose services are contracted by or donated to the institution.
- Casual employees (hired on an ad-hoc or occasional basis to meet short-term needs).
- Students in the College Work-Study Program.
- Employees who work strictly in hospitals associated with medical schools.

SCREENING QUESTIONS

Responses to screening questions determine whether or not particular components of the winter collection need to be completed. The two Fall Staff (long version - S1) screening questions follow:

- **Does your institution have any part-time employees?** ☐ Yes / ☐ No

If you answer Yes to the above question, you will be provided the screens to report part-time faculty and staff.

- **Does your institution employ any full-time faculty (instruction/research/public service)?**
☐ No / ☐ Yes

If you answer Yes to the above question, you must also select the appropriate contract length (s)/teaching period(s) below and you will be provided the screens to report full-time faculty working the appropriate contract length(s)/teaching period(s).

Contract length/teaching period

- A. Less-than-9-month (working for less than 9 months per year) ____ Yes / ____ No
 B. 9/10-month (working for 9 or 10 months per year) ____ Yes / ____ No
 C. 11/12-month (working for 11 or 12 months per year) ____ Yes / ____ No

CLASSIFICATION OF EMPLOYEES BY RACIAL/ETHNIC CATEGORY AND GENDER

Method of collection - The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system that is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. An employer may acquire the racial/ethnic information necessary for this section either by visual survey of the work force or from post-employment records.

Assignment to categories - For the purpose of this report, an individual may be included in the group to which he or she appears to belong, identifies with, or belongs in the eyes of the community. A person may be counted in only one group. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens (See definitions below).

Racial/ethnic descriptions - Racial/ethnic designations used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- **Black, non-Hispanic** - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **American Indian/Alaska Native** - A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.
- **Asian/Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India and Vietnam.
- **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** - A person having origins in any of the original peoples of Europe, North Africa or the Middle East (except those of Hispanic origin).

Other descriptive categories

- **Nonresident alien** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

NOTE - Nonresident aliens are to be reported separately, in the rows provided, rather than included in any of the five racial/ethnic categories above. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States but who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form 1-551 or 1-151), a Temporary Resident Card (Form 1-688), or an Arrival-Departure Record (Form 1-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown** - This category is used ONLY if the employee did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the employee in one of the aforementioned racial/ethnic categories.

CATEGORIZATION OF EMPLOYEES BY OCCUPATIONAL ACTIVITY

The following instructions will assist in the assignment of employees to primary occupational activity categories.

PART A (FULL-TIME FACULTY – INSTRUCTIONAL/RESEARCH/PUBLIC SERVICE), PART B (ALL OTHER FULL-TIME EMPLOYEES), AND PART D (PART-TIME EMPLOYEES)

Faculty (instruction/research/public service) -

Report the number of full-time faculty by contract length/teaching period, salary class intervals, gender, and race/ethnicity, in Part A.

Report the number of part-time faculty by contract length/teaching period, salary class intervals, gender, and race/ethnicity, in Part D, line 68.

Faculty are those persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service. **The designation as "faculty" is separate from the activities to which they may be currently assigned.** For example, a newly appointed president of an institution may also be appointed as a faculty member. (Do not include graduate/instruction/research assistants here, but report them in Part D as part-time.)

Librarians and counselors are normally reported in the other professional category; however, some institutions treat them like faculty. If they are reported as full-time faculty, the institution must also report them by tenure and academic rank in Part F.

The term, less-than-9-month salary contract/teaching period, applies to individuals who are employed full time for less than 9 months. The term, 9/10-month salary contract/teaching period, applies to individuals who are employed full time for two semesters, three quarters, two trimesters, two 4-month sessions, or the equivalent. The term, 11/12-month salary contract/teaching period, applies to individuals who are employed full time for 11 or 12 months.

NOTE: Total full-time faculty by racial/ethnic categories and gender reported in Part A must match the total full-time faculty by racial/ethnic categories and gender reported in Part F.

The total number of full-time faculty reported here should also agree with the counts provided in the EAP component (all categories of faculty: primarily instruction, primarily research, primarily public service, and the combined category).

Graduate assistants (applicable to Part D only (part-time employees)) -

Report the number of part-time graduate assistants by gender and race/ethnicity in Part D.

Students employed on a **part-time** basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as graduate assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these positions. Exclude students in the College Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "other professionals."

OTHER EMPLOYEES -

When classifying other employees, determine occupational category based on job title, work performed, skills, education, training, and credentials. Report employees in the same occupational categories for the Fall Staff report as you did for the EAP.

Executive, administrative and managerial -

Report the number of full-time executive, administrative and managerial employees by salary class intervals, gender and race/ethnicity in Part B.

Report the number of part-time executive, administrative and managerial employees by gender and race/ethnicity in Part D.

Report all persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Report in this category employees holding the following titles:

- 11-1000 Top Executives
- 11-1010 Chief Executives
- 11-1020 General and Operations Managers
- 11-2000 Advertising, Marketing, Promotions, Public Relations, and Sales Managers
- 11-3000 Operations Specialties Managers

- 11-3010 Administrative Services Managers
- 11-3020 Computer and Information Systems Managers
- 11-3030 Financial Managers
- 11-3040 Human Resources Managers
- 11-3060 Purchasing Managers

- 11-9033 Education Administrators, Postsecondary - includes
 - presidents
 - vice presidents (including assistants and associates)
 - deans (including assistants and associates) - *if their principal activity is administrative and not primarily instruction, research or public service*
 - directors (including assistants and associates)
 - department heads (including assistants and associates) - *if their principal activity is administrative and not primarily instruction, research or public service*
 - assistant, associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities)

- 11-9040 Engineering Managers
- 11-9050 Food Service Managers
- 11-9080 Lodging Managers
- 11-9112 Medical and Health Services Managers

Other professionals (support/service) -

Report the number of full-time other professionals (support/service) employees by salary class intervals, gender and race/ethnicity in Part B.

Report the number of part-time other professionals (support/service) employees by gender and race/ethnicity in Part D.

Report all persons employed for the primary purpose of performing academic support, student service and institutional support, whose assignments would require either a baccalaureate

degree or higher or experience of such kind and amount as to provide a comparable background.
Include employees with such titles as:

13-1000	Business Operations Specialists
13-1020	Buyers and Purchasing Agents
13-1070	Human Resources, Training, and Labor Relations Specialists
13-1110	Management Analysts
13-1120	Meeting and Convention Planners
13-1190	Miscellaneous Business Operations Specialists
13-2000	Financial Specialists
13-2011	Accountants and Auditors
13-2030	Budget Analysts
13-2050	Financial Analysts and Advisors
13-2060	Financial Examiners
13-2070	Loan Counselors and Officers
15-1000	Computer Specialists
15-1010	Computer and Information Scientists, Research
15-1020	Computer Programmers
15-1030	Computer Software Engineers
15-1040	Computer Support Specialists
15-1050	Computer Systems Analysts
15-1060	Database Administrators
15-1070	Network and Computer Systems Administrators
15-1080	Network Systems and Data Communications Analysts
21-1000	Counselors, Social Workers, and Other Community and Social Service Specialists
21-1010	Counselors
21-1020	Social Workers
21-1091	Health Educators
21-2010	Clergy
21-2020	Directors, Religious Activities and Education
23-1010	Lawyers
25-4000	Librarians, Curators, and Archivists
25-4013	Museum Technicians and Conservators
25-4020	Librarians
27-1010	Artists and Related Workers
27-1020	Designers
27-2020	Athletes, Coaches, Umpires
27-2030	Dancers and Choreographers
27-2041	Music Directors and Composers
29-1010	Chiropractors
29-1020	Dentists
29-1030	Dietitians and Nutritionists
29-1040	Optometrists
29-1050	Pharmacists
29-1060	Physicians and Surgeons
29-1080	Podiatrists
29-1110	Registered Nurses
29-1120	Therapists
29-1130	Veterinarians

Technical and paraprofessionals -

Report the number of full-time technical and paraprofessional employees by salary class interval, gender and race/ethnicity in Part B.

Report the number of part-time technical and paraprofessional employees by gender and race/ethnicity in Part D.

Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job training or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Include persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Include such job titles as:

15-3000	Mathematical Technicians
19-4000	Life, Physical, and Social Science Technicians
19-4011	Agricultural and Food Science Technicians
19-4030	Chemical Technicians
19-4040	Geological and Petroleum Technicians
19-4050	Nuclear Technicians
23-2010	Paralegals and Legal Assistants
23-2090	Miscellaneous Legal Support Workers
29-2000	Health Technologists and Technicians
29-2051	Dietetic Technicians
29-2052	Pharmacy Technicians
29-2060	Licensed Practical and Licensed Vocational Nurses
29-2070	Medical Records and Health Information Technicians
29-2080	Opticians, Dispensing
31-0000	Healthcare Support Occupations
31-1012	Nursing Aides, Orderlies, and Attendants
31-2020	Physical Therapist Assistants and Aides
31-9010	Massage Therapists
31-9091	Dental Assistants
31-9092	Medical Assistants
31-9095	Pharmacy Aides

Clerical and secretarial -

Report the number of full-time clerical and secretarial employees by salary class interval, gender and race/ethnicity in Part B.

Report the number of part-time clerical and secretarial employees by gender and race/ethnicity in Part D.

Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office. Include such occupational titles as:

43-2010	Switchboard Operators, including Answering Service
43-2020	Telephone Operators
43-3010	Bill and Account Collectors
43-3020	Billing and Posting Clerks and Machine Operators
43-3030	Bookkeeping, Accounting, and Auditing Clerks
43-3050	Payroll and Timekeeping Clerks
43-3060	Procurement Clerks
43-4070	File Clerks
43-4120	Library Assistants, Clerical
43-4160	Human Resources Assistants, except Payroll and Timekeeping
43-5070	Shipping, Receiving, and Traffic Clerks
43-6000	Secretaries and Administrative Assistants

43-9010	Computer Operators
43-9020	Data Entry and Information Processing Workers
43-9031	Desktop Publishers
43-9051	Mail Clerks and Mail Machine Operators, except Postal Service
43-9060	Office Clerks, General
43-9070	Office Machine Operators, except Computer
43-9080	Proofreaders and Copy Markers

Skilled crafts -

Report the number of full-time skilled crafts employees by salary class interval, gender and race/ethnicity in Part B.

Report the number of part-time skilled crafts employees by gender and race/ethnicity in Part D.

Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Include such occupational titles as:

51-4121	Welders, Cutters, Solderers, and Brazers
51-5010	Bookbinders and Bindery Workers
51-5020	Printers
51-7010	Cabinetmakers and Bench Carpenters
51-8000	Plant and System Operators
51-8020	Stationary Engineers and Boiler Operators
51-8030	Water and Liquid Waste Treatment Plant and System Operators
51-9020	Crushing, Grinding, Polishing, Mixing, and Blending Workers
51-9080	Medical, Dental, and Ophthalmic Laboratory Technicians
51-9120	Painting Workers
51-9130	Photographic Process Workers and Processing Machine Operators
51-9194	Etchers and Engravers

Service/Maintenance -

Report the number of full-time service/maintenance employees by salary class interval, gender and race/ethnicity in Part B.

Report the number of part-time service/maintenance employees by gender and race/ethnicity in Part D.

Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Include such titles as:

33-2010	Fire Fighters
33-3000	Law Enforcement Workers
33-3040	Parking Enforcement Workers
33-3050	Police Officers
33-9030	Security Guards
33-9092	Lifeguards, Ski Patrol
35-2000	Cooks and Food Preparation Workers
35-3000	Food and Beverage Serving Workers
35-3020	Fast Food and Counter Workers
35-3030	Waiters and Waitresses

35-9000	Other Food Preparation and Serving Related Workers
37-2000	Building Cleaning and Pest Control Workers
37-3000	Grounds Maintenance Workers
49-2000	Electrical and Electronic Equipment Mechanics, Installers, and Repairers
49-2020	Radio and Telecommunications Equipment Installers and Repairers
49-2091	Avionics Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-3000	Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
49-9010	Control and Valve Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
53-2000	Air Transportation Workers
53-3000	Motor Vehicle Operators
53-6021	Parking Lot Attendants

PART F - TENURE OF FULL-TIME FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE) BY RACIAL/ETHNIC CATEGORY, GENDER AND ACADEMIC RANK

Report the full-time faculty from Part A by tenure status in Part F. Count an employee only once by tenure status. Institutions without standard academic ranks should report full-time faculty in the "No academic rank" field. Total full-time faculty by racial/ethnic categories and gender reported in Part F must match the total full-time faculty by racial/ethnic categories and gender reported in Part A.

Tenured

Report the number of faculty who are tenured, by gender and racial/ethnic designation, within each of the academic ranks shown. In reporting the number of faculty by academic rank and tenure, use the institution's criteria or requirements for either, notwithstanding the fact that the policy used by the institution may be different from that which meets or refers to a national set of principles.

Non-tenured on tenure track

Report the number of faculty who are not tenured but are in positions that lead to consideration for tenure, by gender and racial/ethnic designation, within each of the academic ranks shown.

Non-tenured not on tenure track/no tenure system

Report the number of faculty who are in non-tenure earning positions, by gender and racial/ethnic designation, within each of the academic ranks shown.

PART G - NEW HIRES BY RACIAL/ETHNIC CATEGORY, GENDER, AND PRIMARY OCCUPATIONAL ACTIVITY

Report the number of full-time permanent employees, in the respective activities, who were included on the payroll for the first time between July 1 and October 31 of the survey year, and who also are included in Parts A and B (full time). These are persons who were hired for full-time permanent employment for the first time or after a break in service.

Do not include as new hires persons who have returned from sabbatical leave or full-time faculty with less-than-9-month contracts/teaching periods. Report newly hired full-time faculty separately by tenured, non-tenured on tenure track, and non-tenured not on tenure track.

¹Standard Occupational Classification (SOC) codes and categories are based on the 1998

revision and are provided to aid institutions in their classification of employees by occupational activity.
